

CONFIDENTIAL

Regmt 3-3-3
Shelf Filing
Equip
2 July '62

DD/S
ATTN : SPA-DD/S

CIA Records Administration Officer

Secure Area for 1010-1012 Quarters Eye

1. In compliance with memorandum dated 7 June 1962 from Deputy Director (Support), Subject: Request for Secure Areas in Headquarters Buildings, this office has reviewed the attached request.

2. The securing of rooms 1010-1012 Quarters Eye will permit the release of (4) four drawer combination locked safes. The records contained in these safes will be placed in either five drawer file cabinets or on steel shelving.

3. The establishing of this secure area will also permit the much desired centralization of ordnance drawings and specifications that are presently, due to lack of a secure area, filed in another office.

4. As the establishing of this vault area will increase the efficiency of the office and result in a more economical means of filing records, I recommend that this request be approved.



Distribution:

- Orig - addressee
- 1 - Office of Security
- 1 - Office of Logistics
- 1 - SPA-DD/S
- 1 - RMS File

RAO/DDS/RS&DB

smb (2 July 1962)

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	Office of Security	[Redacted]	HEO5 1 Hgtr
2	Office of Logistics	[Redacted]	Spec Alloc. & Sachitig. Br. 1545 Hg.
3	SPA-DD/S	[Redacted]	HEO2 Hgtr
4			
5			
6			
<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input checked="" type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE
<input type="checkbox"/>	CONCURRENCE	<input checked="" type="checkbox"/>	INFORMATION
<input type="checkbox"/>		<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>		<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>		<input type="checkbox"/>	RETURN
<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
Remarks:			
<p>The attached is in conformity with memo from DD/S to: Acting Director of Logistics, Director of Security, Chief, Records Management, Subject: Requests for Secure Areas in the Headquarters Building, dated 7 June 1962.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
[Redacted] Records Admin Officer			2 Jul. 62
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FORM NO. 237
1 APR 55

Replaces Form 30-4
which may be used.

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